



DHS/OFSS - Emergency Management Specialist 2 – 00059768

Job Number:
00059768

Job Posting: January 13, 2017

Closing Date: February 27, 2017

Primary Location: 2 Peachtree St., Atlanta, GA (Fulton County)

Number of Openings: 1

Job: Emergency Management

Shift: Day Job

SALARY: Pay Grade: I

Salary Range: \$29,974 - \$42,819

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

The Office of Facilities and Support Services (OFSS) provides an enterprise wide, cross-divisional approach to the management of facilities, office space and assets, response to emergencies, records management, risk management, fleet management, and transportation services for the Department of Human Services (DHS). OFSS increases efficiency, eliminates duplication of effort, reduces costs, provides consistency and technical expertise across all DHS Divisions and Offices and enables the department and its employees to be more responsive to customer needs.

OFSS is seeking candidates for the position of **Emergency Management Specialist 2**. The position is based in the State Office at 2 Peachtree Street, N.W., in Atlanta, GA. This position reports to the OFSS Deputy Director. DHS is designated as the State's lead agency for Emergency Support Function #6 - Mass Care and Human Services (ESF #6). The incumbent in this position serves as the State ESF #6 Emergency Management Specialist for ESF #6, providing leadership, direction, and coordination in all ESF #6

related emergency preparedness and response activities throughout the State. This position is responsible for Continuity of Operations, 2 Peachtree Building Safety and Emergency Evacuation.

Job Summary & Responsibilities:

Under limited supervision, the **Emergency Management Specialist 2:**

- Conducts statewide Emergency Support Function #6 (ESF #6) - Mass Care and Human Services responsibilities as listed in the Georgia Emergency Operations Plan (GEOP).
- Provides 24/7 staffing during activation of the Georgia Emergency Management Agency (GEMA), State Operations Center.
- Develops, plans, implements, and maintains emergency preparedness initiatives, including the Mass Care & Feeding Plan, the State Mass Care Shelter Plan, and Continuity of Operations Plan (COOP).
- Manages the budget for training exercises and other ESF #6 related training activities.
- Develops, facilitates, evaluates, and participates in training exercises, designed to test and evaluate emergency management plans, according to the state and federal guidelines.
- Coordinates the integration of Evacuation and Shelter Liaison Team(s) from other states into ESF #6, if necessary.
- Maintains a well-trained and knowledgeable cadre of DHS personnel to represent ESF #6 in the State Operations Center for disaster and exercise activations.
- Responsible for managing, tracking, and maintaining a pool of over 1,200 DHS-Division of Family and Children Services personnel who are trained as Shelter Service Associates (SSA) across the state, to operate and/or manage shelters in support of the GEMA/HS 50/50/5 initiative.
- Coordinates disaster response or crisis management activities involving shelter opening and operation, and mass feeding operations, while specifically addressing requirements of individuals with access and functional needs and/or special needs.
- Serves as DHS subject matter expert and/or organization resource for assigned areas.
- Represents DHS and the State, while coordinating with numerous federal state and local government agencies, non-profit or volunteer groups, as well as private enterprises.
- Upholds working relationships with American Red Cross, the Salvation Army and partner agencies/organizations related to Emergency Support Function #6 - Mass Care and Human Services.
- Serves as a DHS representative for ESF #6 related activities statewide, on the Georgia Emergency Preparedness Coalition for Individuals with Disabilities and Older Adults, and serve on other task forces consortiums etc., pertaining to ongoing ESF #6 related state readiness initiatives.

- Serves as the DHS Emergency Evacuation Coordinator, providing assistance with emergency evacuation operations, training for DHS employees, and provide seasonal safety alerts notifications, as necessary.
- Performs other professional responsibilities as assigned.

Core Competencies:

- Knowledge of all relevant federal, state and local laws and regulations pertinent to emergency management.
- Experience developing, writing, and coordinating emergency plans.
- Experience planning, executing, and evaluating emergency preparedness training exercises.
- Experience facilitating emergency/disaster preparedness training sessions.
- Experience planning and implementing emergency response efforts.
- Demonstrated ability to effectively coordinate team responses.
- Ability to perform assigned responsibilities with minimal supervision.
- Excellent oral, written, analytical, presentation and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.

Qualifications:

- Bachelor's degree from an approved, accredited college or university in a related area AND three (3) years of experience in public health, emergency management, or a closely related field.

-or-

- Two (2) years related work experience at the most immediate lower level position (Refer to State of GA Classification Structure) or equivalent.

Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

1. Master's degree from an approved, accredited college or university in a related area AND three (3) years of experience in public health, emergency management, or a closely related field.

-or-

2. Five (5) years related work experience at the most immediate lower level position (Refer to State of GA Classification Structure) or equivalent.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit <http://team.georgia.gov/> for more information.

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights"

at: http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You are really going to like Metro Atlanta! As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!! For more information on what Metro Atlanta has to offer, please visit www.metroatlantachamber.com.

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Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. *Former DHS employees must be eligible for rehire in order to be considered for the position.*

This position is subject to close at any time once a satisfactory applicant pool has been identified.

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